

Audit Policy

[EFS 4/19/88] Students not wishing academic credit or grades for a course may enroll as a special audit student. Courses completed as audits will be entered on the students' transcript with an "NC" notation in place of a grade and may not subsequently be changed to credit courses. Any change of enrollment involving credit status must be completed during the first week of classes during Fall or Spring semester or prior to the second class meeting during Summer Sessions (100% refund period). The signature of the instructor is required for this change of enrollment.

Any department or division has the option to exclude auditors from a particular course or remove auditors during the first week of the semester to permit credit students to enroll. In such cases, the auditor will receive a 100% refund of fees.

Procedures:

1. New students must apply for admission to the University by submitting the application for admission and \$20 application fee. High school and college transcripts are required if the student intends to pursue a degree program.
2. Students may register to audit a course during any of the regular registration periods.
3. Fees for audit courses are the same as for credit courses.
4. The instructor or division chairperson (or designated division representative) must sign the registration form allowing the student to audit the class.

Passed: Faculty Senate Handbook 12/95